

**PACIFIC NORTHWEST INTERAGENCY CONTRACT REPRESENTATIVE
IACR
DUTIES AND RESPONSIBILITIES**

Incident personnel have the authority, through the Incident Command System position that they are assigned, to direct the day-to-day operations of the contractors listed on the Region 6 Interagency Crew and Engine/Tender Agreements.

When contract resources are ordered for an incident it is the responsibility of the incident to determine if an IACR is needed. IACR's are ordered as Technical Specialists. The sending unit may assign as IACR as stipulated in the Interagency Contract Crew Agreement and Interagency Engine/Tender Agreement.

The IACR will normally report to and be responsible to the Procurement Unit Leader or Finance Section Chief if PUL is unavailable on an incident. In situations where PUL or FSC is not present, the IACR position will report to and is responsible to the Incident Commander.

The Duties of an IACR are as follows:

1. Receive incident briefing from Supervisor.
2. Establish clear lines of communication with Supervisor, the contractors and other appropriate Incident Management Team personnel.
3. Attend daily shift briefings.
4. Assist incident personnel with clarification of the agreement specifications, clarification of payment procedures and interpretations of actual time worked.
5. Assist appropriate Incident Management Personnel in the incident inspection of contractors.
6. Maintains an up to date Unit Log (ICS Form 214).
7. Assist Supervisor to resolve disagreements in interpretations relating to Agreement and contract language.
8. Document and report contract non-compliance to Supervisor.
9. Keep Supervisor and appropriate Incident Management team personnel advised of significant problems as they develop.
10. Assure that a performance rating is completed for each contractor on the incident and obtains a copy of all performance ratings for the official file.
11. At the end of the incident (or assignment) forward copies of the Unit Logs, performance ratings and all relevant documentation to the Contracting Officer who signed the agreement.